

**HOSPITAL & CLINIC ADMINISTRATION**

**PADM 640 – UNM SCHOOL OF PUBLIC ADMINISTRATION**

**SATURDAYS, 12:00 PM TO 2:30 PM (DSH 132)**

**SATURDAY, JANUARY 25, 2020 – SATURDAY MAY 9, 2020**

**RONALD R. ALDRICH, MBA, LFACHE (ADJUNCT PROFESSOR)**

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**OFFICE HOURS *BY APPOINTMENT* ON SATURDAY MORNINGS**

**DANE SMITH HALL – CENTER COURT**

**ACCREDITATION CRITERIA**

**III.B.5 Operations Assessment and Improvement**

**III.B.6 Management of Human Resources and Health  
Professionals**

**III.B.9 Governance Structure Roles, Responsibilities and  
Alignment to Leadership**

**III.B.10 Leadership Visioning, Change Management and Team  
Development**

**COURSE DESCRIPTION**

**This course is designed for future leaders of health care organizations and provides Students with the knowledge about how HCO's deliver cost effective & high-quality care.**

**REQUIRED TEXT BOOK AND CASE BOOK**

**White, K.R. and Griffith, J.R. (2019) THE WELL MANAGED HEALTHCARE ORGANIZATION. 9<sup>TH</sup> Edition (2019) Health Administration Press: Chicago ISBN 9781640550599**

**McAlearney, Ann Scheck and Kovner, Anthony R. (2017) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH, 11<sup>TH</sup> Edition, Health Administration Press: Chicago ISBN 9781567939095**

**COURSE OBJECTIVES**

- 1) Identify and evaluate the functions, structure and performance of health care organizations (HCO's).**
- 2) Analyze and design organizational processes that support quality improvement and patient satisfaction.**
- 3) Evaluate and understand governance functions and the appropriate relationships with management and the medical staff.**
- 4) Understand cultural and strategic leadership and how to lead organizational change.**
- 5) Be prepared to assume a position of leadership in a health care organization and to improve your leadership capabilities.**

## **COURSE EXPECTATIONS**

**Graduate Students in the UNM School of Public Administration are presumed to be adult learners who are taking PADM 640, Hospital & Clinic Administration, to improve their leadership capabilities for management roles. Students are expected to regularly attend class, actively participate and contribute to a positive learning experience. Students are encouraged to ask questions, seek clarification of issues, and to offer comments, if they agree or respectfully disagree with fellow Students or Faculty comments.**

## **GRADING SYSTEM**

**Final Grades for PADM 640, Hospital & Clinic Administration, will be based on Class Participation, Mid-Term Exam and Final Exam. Participation and Mid-Term Exam will be valued at 30% each and the Final Exam will be valued at 40%. Participation will be based on Class Attendance, Engagement, as described in the Course Expectations Section, and Student Team Case Presentations. If unusual home or work situations require you to miss a class, please E-Mail, Text or Call Ron Aldrich with an explanation and watch the missed class on VOD. Exams will be Essay Questions which give Students the opportunity to demonstrate both learning and the integration of knowledge.**

**CLASS SCHEDULE AND READING ASSIGNMENTS**

**Saturday, January 25, 2020, Foundations of Well Managed Health Care Organization, WMHO, Chapter 1**

**Saturday, February 1, 2020, Creating & Sustaining a Transformational Culture, & Building Continuous Improvement, WMHO, Chapters 2 & 3**

**Saturday, February 8, 2020, Establishing Strategic Governance, & Foundations of Clinical Excellence, WMHO, Chapters 4 & 5**

**Saturday, February 15, 2020, Chapter 6, Clinical Staff Organization, WMHO, Guest Lecturer, Barry Silbaugh, MD, MS, FACPE**

**Saturday, February 22, 2020, Chapter 8, Clinical Support Services, WMHO**

**Saturday, February 29, 2020, WHMO, Chapter 7, Nursing, Guest Lecturer, Melissa Cole, RN, BSN, MSW, DNP, FACHE,**

**Saturday, March 7, 2020, Chapter 9, Population Health, WMHO**

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**Saturday, March 14, 2020 (Class Canceled Student Safety)**

**Saturday, March 21, 2020 to April 5, 2020 UNM Extended Spring Break (No Classes)**

**Saturday, April 11, 2020, Chapters 10, 11 & 12, Knowledge Management, Human Resources, Environment of Care, WMHO**

**Saturday, April 18, 2020, Financial Management & Role of CFO, WMHO, Chapter 13, Guest Lecturer, Bernice Lopez, UNMH Director of Finance**

**Saturday, April 25, 2020, Chapters 14 & 15 Internal Consulting, and Marketing & Strategy, WMHO & Case Presentations (To Be Assigned)**

**Saturday, May 2, 2020, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH**

**Saturday, May 9, 2020, Final Class, Case Presentations & Discussions (To Be Assigned) HEALTH SERVICES MANAGEMENT: A CASE STUDY APPROACH and Student Feedback on PADM 640, Hospital & Clinic Administration to Professor Ron Aldrich.**